

FINANCIAL MANAGEMENT ADVISORY COMMITTEE MINUTES

January 2, 2008

The Financial Management Advisory Committee met on January 2, 2008. The following were in attendance:

<u>NAME</u>	<u>DEPARTMENT/DIVISION</u>
Tom Sadowski	OA-Accounting
Carol Willhite	DPS
Kathy Wehmeyer	DOLIR
Stacey Jacobs	STC
Judy Gehrke	DED
Rob Verslues	DIFP-Professional Registration
Robin Burkhardt	DESE
Andrea Beck	DESE
Carol Newgaard	SAO
Theresa McDonald	DSS
Shirley Gerling	DIFP- Insurance
Kim Sandbothe	DIFP- Finance
Cindy Luebbering	DNR
Sarah Clardy	DESE-VR
Stacy Neal	OA-Accounting
Jayne Masek	DOC
Diane Riddle	MGC
Leigh Ann Wilbers	Conservation
Lenard Lenger	DOC
Vandee DeVore	OA-Accounting
Jennifer Hall	OA-Accounting
Tom Veasman	MoDOT
Renee Godsey	DHSS

Presentation:

Cindy Dixon, OA-State Fleet Management and Carla Ahrens, OA-Risk Management gave a presentation on rental vehicles and insurance. Attached is a copy of the presentation. Rental vehicles are almost always more cost effective than mileage reimbursement. Mileage reimbursement data shows that even with the increase in the mileage reimbursement rate the total amount the State paid for mileage reimbursement during FY 2007 decreased. Also, the number of business miles driven increased for rental vehicles and decreased for personal vehicles. Employees should use the trip optimizer to analyze the cost of the trip to ensure the most cost effective option is used.

Beginning in FY 2007 sub object codes were added to track mileage reimbursement at the standard rate and fleet rate.

A new one-way airport rental pilot program will be coming this spring. One-way rentals will be available between Jefferson City and the St. Louis and Kansas City airports. An invitation to the kickoff meeting will be sent to FMAC, Purchasing Committee, and agency fleet managers.

Agencies should consider using the Voyager Card for fueling rental vehicles. The State gets a federal excise tax exemption of 18.3 cents per gallon. This is another way agencies can save on travel expenses.

The Procurement Card is the preferred method of payment for rental vehicles. United Missouri Bank (UMB)/Visa Card provides the Collision Damage Coverage. This option saves the State money if there is damage to a rental vehicle since UMB will pay for the damage instead of the State.

It is very important that employees perform walk around inspections when a rental vehicle is checked out and in. Employees should use the diagram to notate any pre-existing damage such as scratches, dings or other damage.

All accidents and auto damage to a rental vehicle must be reported to OA-Risk Management. The employee needs to complete an Automobile Loss Notice Form. At the top of the form, it should be noted if the rental vehicle was direct billed or if the purchasing card was used. This will assist OA-Risk Management in determining who is responsible for payment of damages. OA-Risk Management will work with Enterprise to resolve the claim.

Status Reports:

Office of Administration, Division of Accounting:

Tom Sadowski stated the Travel Regulations have been filed with the Secretary of State's Office and the 30-day comment period is underway. The Missouri Accountability Portal (MAP) now has State employees' salaries listed. This website had data on expenditures, some tax credits, and employees. Tom encouraged agencies to pay vendors electronically whenever possible.

Next Meeting:

March 5, 2008

8:30 a.m. - 10:00 a.m.

Room 500 HST